# GOALS: CANCEL AND/OR EDIT

The following job aid is intended to demonstrate how to cancel and/or edit goals. Before making any edits or cancellations, refer to the approved goals spreadsheet provided by your NCVIP Core Representative. Changes should be made by the direct supervisor listed in Beacon. If an employee or in-direct manager makes any changes to a goal, the changes will go into a pending approval status to the supervisor.

1. Manager/Supervisor: In NC Learning Center: Under the Performance Tab, Click **"GOALS"**.

2. Click the **"TEAM GOALS"** tab.
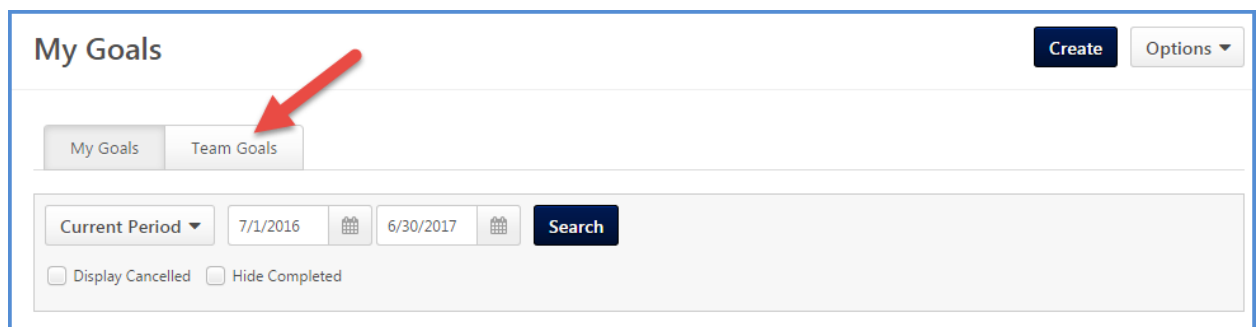
To Cancel a Goal: Continue to step 3.

## To Edit a Goal: Click here to begin with step 8.

Below are the steps a manager will take to cancel a goal that may have been advanced or created in error. The total goal weight for an employee should equal 100%. There may be some cases where an employee may have greater than 100% goal weight due to a personnel transaction, such as a promotion.

3. Check the goals "Total Weight" for the employee to determine if the goal percentage is correct. The total weight should equal 100%.

   Click the > sign to the right of the employee's name to reveal each of the employee's goals.

4. Click the upside down triangle beside the incorrect or duplicate goal(s), then **"CANCEL"** for the goal(s) that you wish to delete.
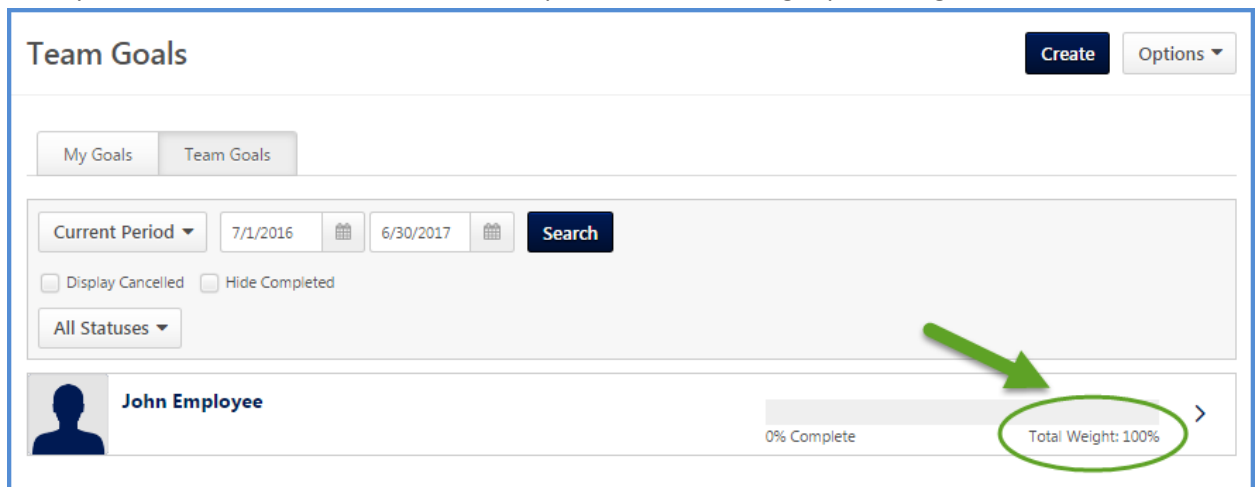
5. Click **"YES"** when it ask, "Are you sure you wish to cancel this goal?"
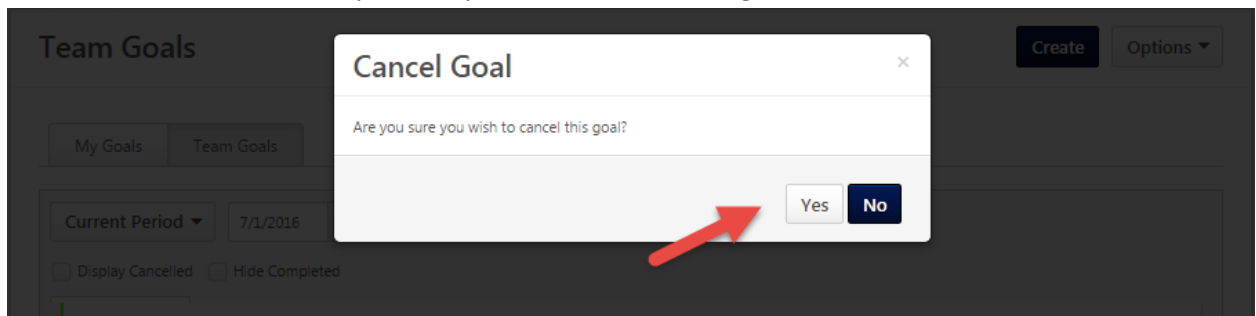
6. Once you have selected "yes", the status of the goal will show as "Cancelled" and the Total Weight of the goals will remain unchanged until you click **"SEARCH"**.
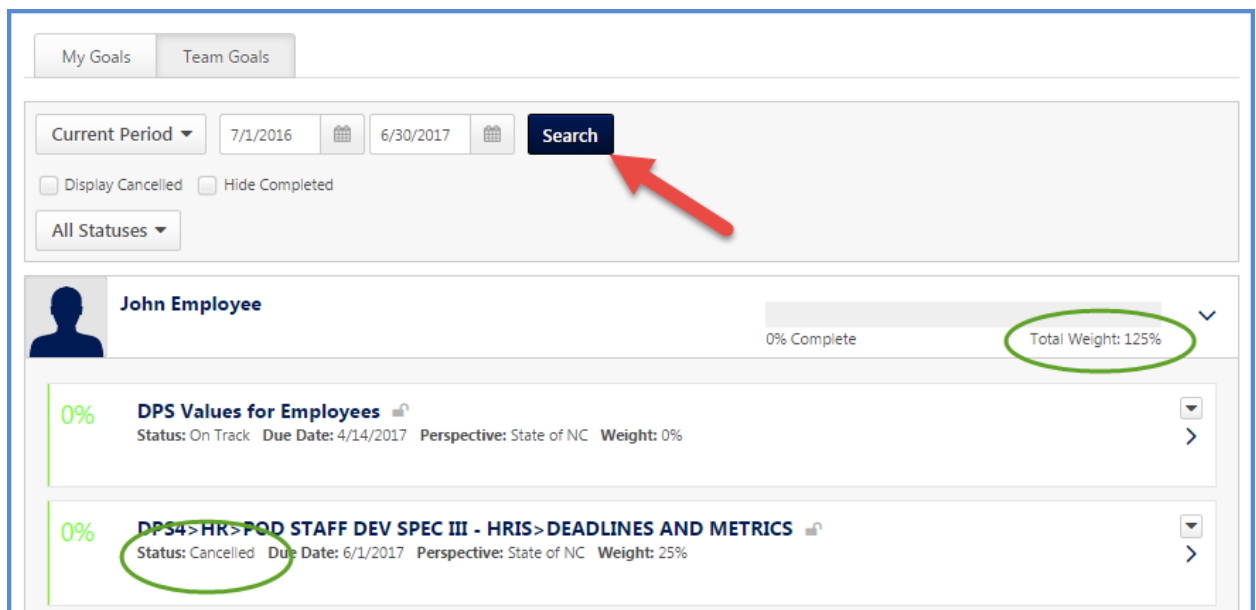
7. After you have clicked "Search", it will then update the Total Weight percentage.

Step 7 completes the process for canceling a goal. If additional goals need to be canceled, return to step 3.

To Edit a Goal: Complete Steps 8-12.

Below are the steps a manager may take to correct an error to an approved goal.

8. Click the **>** sign to the right of the employee's name to reveal each of the employee's goals.

9. Click the upside down triangle to **"EDIT"** for the goal that you wish to edit.

10. Review the **goal template** provided by your NCVIP Core Team Member to determine if edits are needed. **ONLY EDITS AUTHORIZED BY YOUR NCVIP CORE TEAM MEMBER SHOULD BE MADE.**

Select the appropriate section (1-7) to make the edit(s) as shown in the screen shot on page 6. The edits should correspond with the goal template provided to you by your assigned core team member.

When creating a goal title, use the directions that follows:

Use all caps, enter the DPS Goal Title Number, your Organizational Unit and Position Title in the Goal Title section of the Create Goals screen.
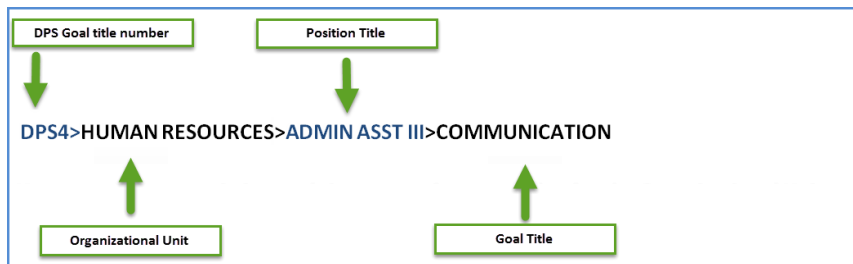
You may reference existing goals in your performance plan for the Organizational Unit and Position title.

The DPS Goals are:

DPS 1 - Prevent: NCDPS strives to be the model for preventing and reducing crime.

DPS 2 – Protect: We make our communities safer for living, working and visiting.

DPS 3 – Prepare: We leaders in public safety readiness, communication and coordination.

DPS 4 – Perform: We excel in every facet of our work.

DPS 5 – People: Make our organization a preferred employer

Be sure not to include a DPS Value (ex. Safety, Customer Service) in the name of the goal.

Once goal edits are completed, scroll down to the bottom of the page and click **"SUBMIT"**.

Edit Goals

Options ▼

Enter details or import using the Library.

Goal Title * ①

DPSS>HR>POD STAFF DEV SPEC III - HRIS>CUSTOMER SERVICE AND COMMUNICATION ◄ ● ● ● ● ● ● ● ► | When editing a goal title, see additional instructions above.

Goal Description ②

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Manage client relationships by delivering responsive, informative, & positive experiences for internal and external clinets, providing quality service. Assess program needs with input from leadership and stakeholders within assigned area.

Start Date   **Due Date ***   **Weight *** ③

7/1/2016 📅   6/1/2017 📅   25

Perspective *   **Goal Category(s)** ④

State of NC ▼   2 Selected ▼

Tasks *   Total Weight: 100%

	Description:	**Start Date:**	**Due Date:**	**Weight:**	▼ ⑥
☑	Solict feedback from stakeholders quarterly regarding the NCVIP system and functionality within their... **read more**	7/1/2016	4/14/2017	34 % ⑤	Edit Delete

	Description:	**Start Date:**	**Due Date:**	**Weight:**	▼
☑	Review NCVIP reporting monthly to identify errors, trends, and deviations from best practices. Develop a draft plan to... **read more**	7/1/2016	4/14/2017	33 %	

	Description:	**Start Date:**	**Due Date:**	**Weight:**	▼
☑	Notify POD staff of any NCVIP updates, changes or modifications including needed NCVIP classroom training related... **read more**	7/1/2016	4/14/2017	33 %	

[Add Tasks] ⑦

Attachments

[**Choose File**]

Upload up to 3 attachments. Maximum upload 1mb

Comments

Add Comment

[Cancel]   [**Submit**]

11. Once you click the "Submit" button, it will bring you back to the goals screen. To review the changes, Click the **>** sign to the right of the employee's name to reveal each of the employee's goals.

12. Click on the goal name to review any changes that have been made.